



Position Available
Part-time Outreach Services Clerk
Orion Township Public Library

Position: Outreach Services Clerk
20 hours/week
Department: Adult Services
Salary: \$11.50/hour

Primary Job Duties:

- Provides support services at the Orion Center Branch Library. Schedules computer usage, shelves materials, maintains orderliness of library, and assists senior patrons with library needs.
- Plans and delivers programs for patrons at the Orion Center Branch Library.
- Uses automated circulation software to track patron records and check in and out library materials.
- Assist with related tasks for other library staff as assigned.

Required Qualifications:

- High school diploma or equivalent, bachelor's degree preferred
- Experience working with seniors
- Experience in a public library is beneficial but not required
- Emphasis in public service with strong ability to speak and write effectively
- Ability to work independently and take initiative in developing unique services and programs
- Ability to effectively use automated library catalog, circulation software, Internet, and library databases
- Ability to maintain accurate records
- Excellent Microsoft Office and other computer skills
- Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with the public and other employees
- Ability to work in a team environment
- Strong organizational and time management skills
- Ability to bend and reach materials on shelves
- Access to reliable transportation

Dates: Deadline for applications is Monday, July 13, 2015

Apply To: Joyce Becker
Orion Township Public Library
825 Joslyn Road
Lake Orion, MI 48362
248-693-3000 x305
Electronic submissions accepted: jbecker@orionlibrary.org

Please submit an application, cover letter, and resume. The application is available at:
http://orionlibrary.org/wordpress/wp-content/uploads/application_for_employment.pdf
This is an at-will position.

Orion Township Public Library is an Equal Opportunity Employer.